

To: Connie Nass, Auditor
Auditor of State's Office

From: Minnie Hoskins, Travel Coordinator
Travel Management/IDOA

Date: September 18, 2006

Subject: Hotel Rate Increase in Indianapolis, IN
Indianapolis Airport Parking Increase

Please accept this memo as authorization to pay the hotel rate of \$93.00 plus all applicable taxes in the city of Indianapolis, effective October 1, 2006. The Federal base rate will increase to \$93.00 in Indianapolis effective and the hotels refuse to honor the current rate in Indianapolis of \$84.00.

Effective October 1, 2006 the maximum for long-term airport parking will increase to \$9.00 a day.

Thank you in advance for your assistance in this matter. If you have any questions I may be reached at 232-4258 or by e-mail at mhoskins@idoa.state.in.us.